

# Commonwealth of MA DHCD HOME/HSF Occupancy Training



Who's  
Moving  
In?  
Who's  
Living  
There?  
Are our  
files in  
order?

It's HOME/HSF occupancy training time again! We are welcoming new development and management staff, as well as seasoned housing professionals seeking a refresher on the steps to HOME and HSF occupancy compliance.

The Massachusetts Department of Housing and Community Development (DHCD) will sponsor a session on HOME and HSF Program occupancy requirements, including steps necessary to collect HOME and HSF-compliant resident documentation. As you are aware, federal, state and local government agencies require annual program performance measurement, particularly with regard to data on the beneficiaries of assistance (i.e., your tenants and first-time homebuyers).

At the training, we'll review the ins and outs of ensuring that you: meet your project's HOME/HSF affordable housing restriction, have positive monitoring visits and report data accurately. Topics will include general eligibility criteria and verification steps, as well as how to serve households with Limited English Proficiency (LEP). In the morning, we'll focus on rental occupancy and follow with ownership guidance after the lunch break. Elaine Nickerson, of FinePoint Associates, LLC, will facilitate the workshop.

Please share this flyer with all staff involved in HOME/HSF Program occupancy and please make an effort to join us.

**For your convenience, we have scheduled the training in two locations:**

**Tuesday, June 10, 2008 from 10AM—4PM  
The Hotel Northampton, Northampton Room,  
36 King Street, Northampton, MA**

**Friday, June 13, 2008 from 9:30AM-3PM  
McCormack Building, Ashburton Café Conference Rm  
One Ashburton Place, Boston, MA**

**There is no charge - but space is limited, so you must register.  
Please reserve your seat by emailing Matt Duval at:  
[matthew.duval@state.ma.us](mailto:matthew.duval@state.ma.us), or by phoning him at: 617.573.1324.**

**Directions follow. We look forward to seeing you there!!!**

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**Ashburton Cafe's Conference Room is located in the Plaza Level of the McCormack Building. Go through lobby and down escalator, conference room at rear of cafeteria.**

## **Directions to One Ashburton Place, Boston MA:**

### **FROM NORTH OF BOSTON**

Route 93 South to Boston. Take exit 25 Haymarket/Govt. Center. Bear right at the bottom of the ramp on to New Chardon Street. Haymarket MBTA station will be on the left. Keeping to the left, go through the set of lights. Here you will have the option of entering the garage on the left. Continue on New Chardon St. at the top of the hill you will be at the intersection of Cambridge and Bowdoin Streets. Take a left on to Cambridge St and then the first right on to Somerset Street. Ashburton Place will be your first right.

### **FROM SOUTH OF BOSTON.**

Route 93 North to Boston. Take Exit 25 to North Station. At the bottom of the ramp turn right on to Causeway St. At the first set of lights turn right on to North Washington Street. At the second set of Lights turn right on to New Chardon Street. Haymarket MBTA Station will be on the left. Keeping to the left, go through the set of lights. Here you will have the option of entering the garage on the left. Continue on New Chardon Street and at the top of the hill you will be at the intersection of Cambridge and Bowdoin Streets. Take a left onto Cambridge Street and then the first right on to Somerset Street. Ashburton Place will be on your first right.

### **FROM WEST OF BOSTON.**

Mass Turnpike to Boston. Take Route 93 North to Exit 25 North Station. At the bottom of the ramp turn right on to Causeway Street. At the first set of lights, turn right on to North Washington Street. At the second set of lights, turn right on to New Chardon Street. Haymarket MBTA Station will be on the left. Keeping to the left, go through the set of lights. Here you have the option of entering the garage on the left. Continue on New Chardon Street and at the top of the hill you will be at the intersection of Cambridge and Bowdoin Streets. Take a left on to Cambridge Street and then the first right on to Somerset Street. Ashburton Place will be your first right.

### **(BY MBTA)**

#### **FROM RED LINE AND GREEN LINE**

Get off at *Park Street Station*. Walk up Park Street toward the State House. Take a Right on to Beacon Street, then your first left (Bowdoin St.). Ashburton Place will be the first street on the right.

#### **FROM ORANGE LINE**

Get off at *Downtown Crossing* and take Red Line to *Alewife* via *Park Street*. (There is free interchange with other lines). Get off at first stop, *Park Street*. Exit subway and follow directions to the McCormick Building from *Park Street Station*

#### **OR**

Exit subway and walk up Winter Street to park Street and follow walking directions to Ashburton Place from *Park Street Station*.

#### **FROM BLUE LINE**

Get off at *Bowdoin Street Station*. Cross Cambridge Street. Take a Left at Bowdoin Street and walk up the hill. Ashburton Place will be the first street on your left.

**PARKING:** There are several parking garages in the area. One of the nearest is the Government Center Parking Garage. It can be entered from either New Chardon Street or New Sudbury Street. If you are coming from 93S, enter the garage from New Chardon Street by taking the left immediately after the first light.

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- ♦ **Directions to The Hotel Northampton:**
- ♦ **From Boston and points east:** Take Mass Turnpike West (I-90) to exit 4 (I-91 North) to exit 18. Take a left at the bottom of the ramp onto Route 5. The Hotel is on the left just past the first light (approximately 1 mile).
- ♦ **From points west:** Take Mass Turnpike East (I-90) to exit 4 (I-91 North) and follow from above.
- ♦ **From points south:** Take I-91 North (to Massachusetts) to exit 18 and follow from above.
- ♦ **From points north:** Take I-91 South (to Massachusetts) to exit 20. Merge onto Route 5 & King Street. The Hotel is on the right (approximately 1.5 miles).

Parking is available behind the Hotel Northampton, and at the parking garage on Old South Street near the hotel.

For questions, call the Hotel Northampton at 413.584.3100